



**Date:           October 22, 2013**

**To:             Thomas J. Bonfield, City Manager**

**Through:     W. Bowman Ferguson, Deputy City Manager**

**From:         Joseph W. Clark, Fleet Management Director**

**Subject:      Interlocal Cooperation Agreement between the City of Durham and  
the County of Durham for Maintenance and Repair of Fire  
Apparatus**

### **Executive Summary**

The proposed Interlocal Cooperation Agreement would have the City's Fire Maintenance Division making periodic and unscheduled repairs on Durham County's fire apparatus.

Fleet Management staff has reviewed the proposed agreement with the City's Fire Chief and feel that if the City were to enter into this agreement, there would be no negative effects on the Fire Department. In addition, staff will carefully monitor our resources and the effect of this agreement to ensure it has no negative impact on our operations, and if it does, we will seek modifications or cancellation of the agreement.

### **Recommendation**

The Fleet Management Department recommends authorizing the City Manager to execute an Interlocal Cooperation Agreement between the City of Durham and the County of Durham for Maintenance and Repair of Fire Apparatus.

### **Background**

In the spring of 2013, Durham County officials approached the City with the idea of the City performing routine maintenance and making repairs to County owned fire apparatus. Currently, Durham County does not have the internal capacity to maintain and repair fire apparatus.

Fleet Management staff designed a proposal and fee schedule that mirrors the services provided and fees charged to the City's Fire department. The fee schedule uses a "full cost accounting" system, ensuring that labor, parts, training, utilities, land, building, building maintenance, and overhead were factored into the labor rate. The

current rate for routine and non-scheduled repairs is \$70 per hour; for emergency repairs the rate is \$105 per hour, and for emergency repairs on Saturdays, Sundays, and City of Durham observed holidays is \$140 per hour.

After reviewing the City's proposal, the Fire Marshal's Office determined that the using the services of the City's Fire Maintenance Division would be the most cost effective solution to maintain and repair the County's fire apparatus. In addition, the Fire Marshal's Office felt that using the City's Fire Maintenance Division would be much more efficient, since many of the vendors qualified to work on fire equipment are located out of town.

### **Issues and Analysis**

The proposed agreement calls for the City's Fire Maintenance Division to perform periodic and unscheduled maintenance on six (6) fire apparatus. Repairs will be made using the City's current cost per hour and parts billing rates. In addition, the County agrees to pay for Caterpillar engine diagnostic software and software modifications to the City's fleet management software.

Fleet Management staff has reviewed the proposed agreement with the City's Fire Chief and feel that if the City were to enter into the agreement, there would be no negative effects on the Fire Department. During the course of the agreement, staff will carefully monitor our resources and the effect of this agreement to ensure it has no negative impact on our operations, and if it does, we will seek modifications or cancellation of the agreement.

### **Alternatives**

If the City chooses not to enter into this agreement, the County could continue using their current vendors/methods for periodic and unscheduled maintenance.

### **Financial Impact**

The proposed contract would generate a small amount of revenue for the department.

### **SDBE Summary**

This agreement does not require a review for compliance with the City's Ordinance to Promote Equal Opportunity in City Contracting.

### **Attachment**

Interlocal Cooperation Agreement